

## **Operations & Market Manager**

Full time: Core Working Week: Wed-Sun (Mostly spent at the market; some flexi available.) Option to work 4 longer days some weeks.

50% office hours 50% closes rarely after midnight.

Salary: Starting £30k Dependent on experience

Granton Project CIC known as 'The Pitt' is Edinburgh's pioneering, independent street food market and events venue. 'The Pitt' is evolving into an amazing new venue on the shores of the River Forth in north Edinburgh.

Having secured the funding to create our new venue we are now looking for the right person to take ownership of all market related operations ahead of our opening in Mid 2024. From building and maintaining relationships with suppliers and vendors to overseeing the daily running of the venue, your role will be diverse and provide a wonderful opportunity for the right candidate to make it their own.

You will be part of a small team, working closely with our Managing Director and our Board of Trustees. The right candidate will be comfortable working in a fast paced, start-up environment, with a large amount of personal responsibility and autonomy. We are looking for a self-sufficient, solutions-oriented individual who has experience leading complex projects.

We are excited about finding the right person for this role and are open to considering candidates that possess a range of management experience. What's important to us is your ambition for the project as well as your desire for excellence, so please don't be put off if you don't tick all our boxes! There is opportunity for personal development and training on the job.

### **Who you are:**

#### Essential:

- Ideally, you have experience in the hospitality or events sector, but above all, you possess a deep passion for the industry, entrepreneurial spirit, and a vibrant, outgoing personality
- You excel as a confident and effective communicator, engaging with team members across all market related operations, as well as trade and public clientele
- You are capable of working independently with some guidance from the Director
- You thrive in a small team environment through collaborative and efficient work
- You are known for your impeccable project management and organisational abilities
- You are Proficient in Google Docs/Microsoft Office with a willingness to learn new IT skills
- You understand the significance of social media
- You are driven by a strong commitment to excellence.
- Available to work public holidays but receive extra time off in January

### Desirable:

- Background in the food or hospitality industry
- Experience in the events sector
- Adept at utilising social media effectively and follow current trends
- Interest/experience working in a Social Enterprise setting.
- Entrepreneurial Spirit
- Driving Licence

### **What You'll Be Doing:**

#### Market Operations

- Trader management: manage existing and new traders, with focus on great on-boarding, relationship building and ability to give productive feedback
- Trader invoice management, optimise debt minimisation and cash flow with traders

#### Bar Operations

- Oversee all bar related operations, foster relationships with bar supervisors and suppliers to ensure top-notch customer service.

#### People management

- Recruitment and management of the front-of-house team.
- Recruitment and Management of bar team

#### Business development

- Collaboration with our social impact partners.
- Identifying and managing events in conjunction with the Managing Director.
- Working with the Board of Directors to pinpoint new opportunities to add to our events calendar

#### Site Management

- Close collaboration with suppliers and security contractors.
- Coordination with POS partners and addressing POS-related issues with traders.
- Proficiency in licensing matters.
- Upholding high EHO standards onsite.
- Engaging with partnership programs being implemented onsite.
- Dealing with customer needs on site

**What You'll Receive:**

- Complimentary Food & Drinks allowance
- 28 Holiday

## Training Opportunities

- Direct Training - Health & Safety, First Aid, Management, Licencing, Mentoring etc
- Tertiary- Business Exchange, Food Training, Cocktail/Wine Training, Hospitality Experiences.

## Exciting Growth Potential

- This is a phased project with the business expected to grow significantly over the next 3 years.
- Other sites across Edinburgh and Scotland earmarked.
- Senior Management

**Please send a cover letter along with your CV.**

**Interviews will take place in March with the role starting in April for opening in late May/June**